



NAME OF SHOW \_\_\_\_\_

BOOTH NUMBER \_\_\_\_\_

**METHOD OF PAYMENT / AUTHORIZATION FORM**

COMPANY NAME \_\_\_\_\_ MOBILE NUMBER \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ E-MAIL \_\_\_\_\_

**CREDIT CARD PAYMENT INFORMATION**

A valid credit card MUST be on file with Manny Stone Decorators before any goods or services will be provided regardless of your preferred method of payment. This information may be provided by e-mailing this form to orders@mannystone.com

All accounts for pre-show orders must be settled prior to the start of the show set up. Your credit card will be processed for any additional services or materials requested at the show site and will be processed within 10 days of close of the show.

**No Credit Card on International Banks will be accepted. Please contact our office for wire transfer instructions.**

This form is to be completed by an authorized representative of the exhibiting company.

**CREDIT CARD AUTHORIZATION**

Please complete the information below and submit with your order. Incomplete and/or unsigned forms cannot be accepted.

MASTERCARD       VISA       AMERICAN EXPRESS

ACCOUNT NUMBER \_\_\_\_\_  
EXPIRATION DATE \_\_\_\_ / \_\_\_\_ SECURITY CODE \_\_\_\_\_  
(M/C and Visa 3 digit code back of card • AMEX 4 digit code front of card)

CARDHOLDER NAME (PLEASE PRINT) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

To simplify payment and eliminate any credit card processing fees, please send a check payable to Manny Stone Decorators for your entire pre-show order to the address below or contact our office for wire transfer information. Please indicate your preferred form of payment for your entire pre-show order. All credit card charges are subject to a 4% credit card processing fee.

- Charge my credit card in the amount of \$ \_\_\_\_\_ (plus an additional 4% credit card processing fee)
- Enclosed is a check in the amount of \$ \_\_\_\_\_
- Wire transfer to be submitted in the amount of \$ \_\_\_\_\_ (please contact our office for wire transfer instructions)

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Method of Payment/Authorization Form.

AUTHORIZED SIGNATURE \_\_\_\_\_

AUTHORIZED NAME (PLEASE PRINT) \_\_\_\_\_ Date \_\_\_\_\_



www.mannystone.com

## ADDENDUM

5 CANDEUB CT. • SUITE #3 • MANALAPAN, NJ 07726-8438  
CELL (908) 770-6543 • PHONE (732) 617-1177 • FAX (732) 536-7508

Show Name: \_\_\_\_\_

Show Opening Date: \_\_\_\_\_

### **Cancellation for any reason other than Covid:**

Fifty (50%) percent of the total contracted price, shall be forfeited by client and retained by Manny Stone Decorators (MSD). The remaining fifty (50%) of the order form price may be applied to a future show within twelve (12) months of the date of the show to which this order form applies or otherwise forfeited. Thereafter, the balance becomes non refundable and forfeited to MSD.

### **Cancellation due to Covid:**

If said show is cancelled or postponed by Show Management or as mandated by governmental authority on or before the 45 day period prior to the opening date of the scheduled show:

- Twenty five (25%) percent of the total contracted price shall be forfeited by client and retained by MSD, and the balance of the contracted price will be refunded to client within ten (10) days of qualified cancellation.

If said show is cancelled or postponed by Show Management or as mandated by governmental authority within the 45 day period prior to the opening date of the scheduled show:

- Fifty (50%) percent of the total contracted price shall be forfeited by client and retained by MSD, and the balance of the contracted price will be refunded to client within ten (10) days of qualified cancellation.

Company Name \_\_\_\_\_

Company Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_